



M E M O R A N D U M

**GRANT MANAGEMENT MEMORANDUM
GMM 2014-**

Date: August 4, 2014

To: Fiscal Year 2014 California Governor's Office of Emergency Services
NSGP Applicants and any other interested parties.

From: Infrastructure Protection Grants Unit

Subject: Award Announcement for the Fiscal Year 2014 NSGP Grant Awardees and
information regarding a **Mandatory** Required Documents Workshop

The California Governor's Office of Emergency Services (Cal OES) is pleased to announce that the Federal Department of Homeland Security (DHS) announced on July 25, 2014, that the State of California was awarded \$2,111,525 for 30 Subgrantees for the FY 2014 Nonprofit Security Grant Program (NSGP).

Cal OES is holding workshops to assist NSGP subgrantees with completing the required grant documents. In order to accomplish the transfer of funds, Cal OES must receive and approve a FY 2014 Financial Management Forms Workbook (FMFW), Grant Assurances, a 501(c) 3 Letter, a Governing Body Resolution accepting the funds and naming an authorized agent, and a Payee Data Record form STD 204. Also needed are the completed FEMA Environmental Planning and Historic Preservation (EHP) Screening Form, and all supporting documents, to be submitted to FEMA for approval, in order to subsequently receive a Cal OES FY 2014 NSGP Project Award Letter.

FY 2014 California Nonprofit Organization Awardees

NOTE: Per the grant program guidance, the amounts awarded to subgrantees will be reduced by 5% to support the state's management and administration (M&A) activities.

<u>Subgrantee</u>	<u>Urban Area</u>	<u>Award Amount</u>	<u>Subgrantee</u>	<u>Urban Area</u>	<u>Award Amount</u>
Council on American-Islamic Relations, California	Anaheim/Santa Ana Area	\$74,025	Congregation Tikvat Jacob	Los Angeles/Long Beach	\$75,000
Newport Jewish Center	Anaheim/Santa Ana Area	\$75,000	Friends Around	Los Angeles/Long Beach	\$75,000
Temple Bat Yahm	Anaheim/Santa Ana Area	\$73,000	Hatzolah of Los Angeles	Los Angeles/Long Beach	\$75,000
Bernard Osher Marin Jewish Community Center	Bay Area	\$75,000	Jewish Big Brother and Big Sister of LA	Los Angeles/Long Beach	\$75,000
Brandeis Hillel Day School	Bay Area	\$75,000	Jewish Educational Movement	Los Angeles/Long Beach	\$75,000
Congregation Beth Israel of Berkeley	Bay Area	\$69,500	Methodist Hospital	Los Angeles/Long Beach	\$75,000
Congregation Kol Shofar	Bay Area	\$75,000	Ohr Eliyahu Academy	Los Angeles/Long Beach	\$43,000
Gideon Hausner Jewish Day School	Bay Area	\$75,000	USA Outreach Priority 1 DBA Ner Aryeh	Los Angeles/Long Beach	\$75,000
Kehillah Jewish High School	Bay Area	\$75,000	Westwood Sephardic Educational Center	Los Angeles/Long Beach	\$75,000
Kehillat Etz Chayim dba Congregation Etz Chayim	Bay Area	\$56,000	Yeshiva High Tech	Los Angeles/Long Beach	\$75,000
Magain David Sephardim Congregation	Bay Area	\$4,000	Chabad of Sacramento	Sacramento	\$75,000
Shia Association of Bay Area	Bay Area	\$67,000	Islamic Center of San Diego	San Diego	\$75,000
Beth Shalom of Whittier	Los Angeles/Long Beach Area	\$75,000	Jewish Family Service of San Diego	San Diego	\$75,000
Breed Street Shul Project, Inc	Los Angeles/Long Beach Area	\$75,000	New Ark of the Covenant Community Church	San Diego	\$75,000
Cedars Sinai Medical Center	Los Angeles/Long Beach Area	\$75,000	SCY HIGH TECH, INC	San Diego	\$75,000

Workshop Agenda

The workshops will take approximately two hours. They'll feature a presentation explaining the Subgrantee's grant management responsibilities, will tell you how to avoid common mistakes and will end with a question & answer period. Attendees will learn how to successfully complete and submit the required FY 2014 NSGP grant documents, including:

- The Financial Management Forms Workbook (FMFW): A Microsoft Excel workbook which includes the initial grant application spreadsheets and subsequent transaction worksheets.
- Governing Body Resolution: A document from an organization's governing body (Board of Trustees/Directors) that declares acceptance of the grant award and terms. It assigns one or more Authorized Agents who will sign grant documents.
- Grant Assurances: An agreement to abide by Federal and State regulations when using grant funds. These are the terms and conditions agreed to in the Resolution.
- 501c3: Letter from the federal government designating the awarded organization as being not for profit.
- STD204/Payee Data Record: A form used to assign an organization a Federal Information Processing Standard (FIPS) number.
- Environmental Planning and Historic Preservation required documents.

Cal OES is requiring a person from your Organization to attend even though you may send your paid Vendor/Contractor representative. Your Nonprofit organization is fiscally responsible for this grant and needs to be informed of all the requirements and regulations regarding these funds.

Nonprofit Security Grant Program (NSGP) Workshop Locations:

Santa Ana, California

Monday, August 25, 2014

01:00 p.m. – 03:00 p.m.

Santa Ana Police Department

500 Boyd Way

Santa Ana, CA 92703

MAPQUEST or GPS USERS PLEASE USE:

1020 W Civic Center Plaza, Santa Ana, CA 92702

San Diego, California

Tuesday, August 26, 2014

09:00 a.m. – 11:00 a.m.

Cal Trans Bldg (Wallace Room)

4050 Taylor Street

San Diego, CA 92123

(Please check in with Security)

Los Angeles, California
City of Los Angeles
Emergency Operation Center

10:00 am – 12:00 pm
(Parking on Site, Please Park then go to the
Security Office for a pass,-Place on Dash)
500 East Temple Street.
Los Angeles, CA 90012

Dublin, California
Wednesday August 27, 2014

10:00 a.m. – 12:00 p.m.
Office of Emergency Services
4985 Broder Blvd.
Dublin, CA 94568

***To RSVP for one of the workshops and to receive your documents for the meeting, please contact Debbie Phillips at Debbie.Phillips@caloes.ca.gov, (916) 845-8746 or Janet Kellam at janet.kellam@caloes.ca.gov, (916) 845-8662.**

*****On the day of each workshop, the only staff person available for you to contact will be Infrastructure Protection Grants Unit Chief Ms. Renee Mota-Jackson at (916) 261-4542 or Renee.Jackson@caloes.ca.gov.**

Sincerely,

A handwritten signature in cursive script that reads "Renee A. Mota Jackson". The signature is written in dark ink on a light background.

RENEE A.MOTA-JACKSON
Chief
Infrastructure Protection Grants Unit